

Monitoring & Sampling Working Group Meeting Minutes

Bechtel Nevada gave an opening welcome for the Monitoring and Sampling Working Group Meeting, held on **January 8, 2003**. Topics of discussion covered in the meeting are as follows:

Reorganizing for the Future

There is reorganization through different agencies on their status with Department of Homeland Security (DHS). Many of the agencies will remain the same and will still support DHS.

CM Mission Analysis

The revision of the Mission Analysis draft is in the process of being completed. It will be sent to DOE/HQ for comments and suggestions. This process will take place again for the final version.

Laboratory Analysis Working Group Status & Issues

Bechtel Nevada briefed the status for the Laboratory Analysis Working Group.

The charter of the working group, the review of the Assessment Manual, and the mobile laboratory redesign has been completed within the working group. As well, the radioanalytical laboratory address database, which is incorporated into the ERDS system, has been completed.

Currently, there is rewrite of the Monitoring & Sampling Manual Volume II. A subject outline has been sent among the working group for review and a final review will be sent in March of 2003. A model scope of work is being prepared by Sandia National Laboratories. Awaiting input from NNSA/NV for the final distribution letter of laboratory solicitation.

CM Monitoring and Sampling Technical Training Development

Bechtel Nevada briefed on the Technical Training Development for Monitoring and Sampling. There is a need for more direction and clarification on this training being that funding is an issue. Given the current outline, there is no room to perform drills. As well, there is an issue that it may be necessary and more appropriate to have a hands-on training to make this training effective for real time events.

Tentative Training Schedule

- Sample Management and Health & Safety ITV dry run
- Presentations March 31 – April 4.

Assessment Manual Status & RDD Paper

The Assessment Manual is in the process of being finalized. It will be readily available by hard copy, PDF file from the web site, or by CD. As well, Turbo FRMAC will be available soon for all Assessment Manual Volumes I, II, and III by a JAVA program.

There will be a separate chapter in Volume III about RDD's. Three goals that would like to be accomplished for this section are to; define the concept of operations for an RDD scenario, training on manuals, database, modeling tools, etc., and to make an Assessment Tabletop Drill. Please forward any comments to Sandia National Laboratories.

Division Organization and Position Descriptions

Handouts were given at the time of this meeting. With the input received, changes will be made accordingly. Once completing the revised organization, members will be notified.

We need to elaborate and review the position descriptions. Please send back any comments by the end of February.

Status of Monitoring & Sampling Manual - Volumes 1, 2, & 3 / Monitoring Division Operations Manual Outline

The manuals are in the process of being completed and will be available by HTML, PDF, and Word access. The descriptions of each manual are as follows:

1. Volume I – Operations
2. Volume II – Monitoring and Sampling
3. Volume III – Analysis

Edits have been made and will be incorporated to the outline of the manual.

1. Schedule for Volume 1 - Operations Manual Development
 - a. Outline provided to M&S Working Group (01/03/2003)
 - b. First draft out for comment (04/30/2003)
 - c. Comments in, begin incorporating into document. Continue development. (05/15/2003)
 - d. Draft out for comment. Outside review begun. (07/01/2003)
 - e. Comments in, begin incorporating into document (07/15/2003)
 - f. Manual in for BN peer (pre-STIP) review (08/15/2003)
 - g. Manual in for NNSA STIP review (09/01/2003)

End of Day Wrap-Up (Next meeting date, Task assignment summary, etc).

An electronic copy of current Volume 1 Monitoring and Sampling manual will be sent by Jan. 17, 2003. Comments on position descriptions are due by the end of February.

The next meeting will be scheduled at a later date. A conference call is scheduled for Jan. 22 to review the new Volume 1 outline with comments incorporated. Work assignments will be scheduled then.